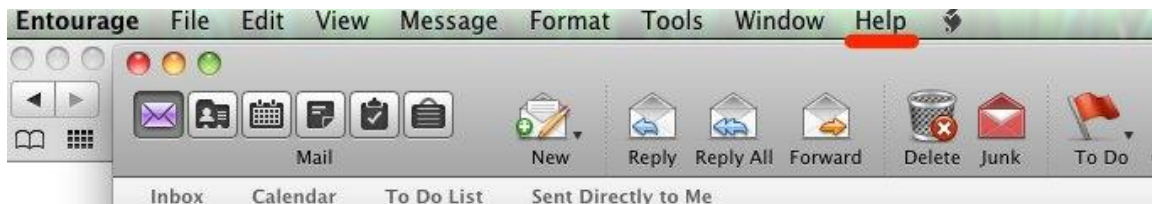


## Entourage Upgrade Instructions

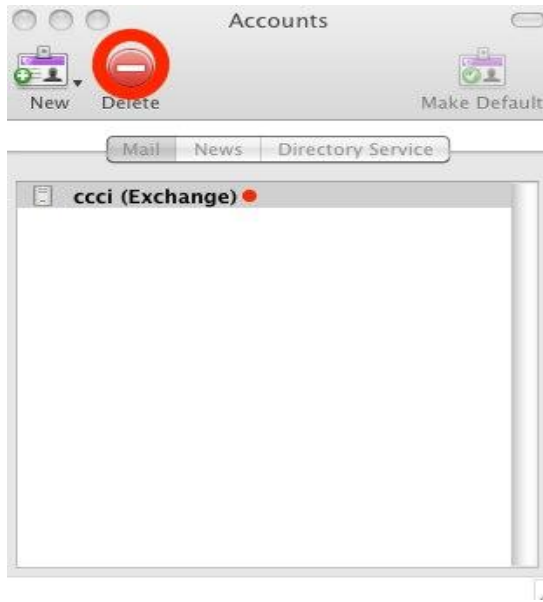
(updated 9/3/2010 by Chris Scholts)

### **\*\*DO NOT INSTALL WEB SERVICES EDITION UNTIL YOUR MAILBOX HAS BEEN UPGRADED\*\***

1. Open Entourage
2. Click the “Entourage” menu at the top left, then “About Entourage”  
If you are running version 12.2.6 then skip to Step #5
3. If you are not running version 12.2.6, click the “Help” menu, then “Check for Updates”



4. Download the update and Install.  
When complete, check the version number again.  
If you are still not at version 12.2.6, repeat the update process
5. Click on the Entourage menu, then “Account Settings”.  
Delete your CCCI Exchange email account



6. Download Entourage Web Services Edition & install:  
<http://download.microsoft.com/download/B/3/2/B328C9C6-75B5-4B52-952B-7FE71664A111/EWS-1306-EN.dmg>
7. Open Entourage
8. Entourage will now ask to import your previous identity (Entourage profile).  
*Note: This only applies if you were using offline storage folders that appeared beneath the "On My Computer" folder, OR if you had other email accounts setup, such as Gmail, etc. If not, you can cancel & skip to Step #10.*
9. To import your previous identity:
  - a. Select "Import from a previous version of Entourage"
  - b. Select Entourage 2008
  - c. Leave all items selected
  - d. Choose Main Identity (the one with the most recent date)
10. Re-create your Exchange Account using the Account Setup Assistant (Click on the Entourage menu, then Account Settings, then New)  
Follow the 2 screenshots below & that should be it.

Account Setup Assistant

Set Up a Mail Account

This assistant will automatically determine your account settings based on your e-mail address. Type your e-mail address below.

E-mail address:

My account is on an Exchange server

If you are part of a large organization, ask your local network administrator whether you are on an Exchange server. If you select this check box, you must be connected to the Exchange server network to complete account setup.

Click the right arrow to continue.

Configure Account Manually

◀ 1 ▶

(Continued on page 3)



The image shows a dialog box titled "Account Information". It contains the following fields and options:

- Domain:** A text field containing the value "net".
- Account ID:** A text field containing the value "first.last".
- Password:** A password field containing seven dots, indicating a masked password.
- Save password in my Mac OS keychain
- Buttons: "Cancel" and "OK".

Please note:

Email accounts that are linked to USCM, Student Venture, Jesus Film, or anything else other than CCCI.org, are likely to receive an error each time Entourage is opened.

The error will state "Unable to establish a secure connection to "mail.whatever.org" because the correct root certificate is not installed".

Just click OK & continue to use Entourage as normal. Were sorry for the slight inconvenience.